



**Waivers:  
Program Teacher Assignment  
Class Size/Case Load  
Grade Range**

**Shortened School Day/Week Notices**

**2018-19 School Year**

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# 2018-2019 Local Educator Assignment Data (LEAD)

- The LEAD Report is a semi-annual report done by local school districts to ensure there is a properly certified educator in every position.
- The KDE/DLS receives waivers and notices; the KDE/DLS approves class size/class load waivers and shortened school day notices.
- The Education Professional Standards Board (EPSB) approves program teacher assignment waivers.



# Dates Associated with LEAD

- Fall Lead opens September 4, 2018
- Fall Lead closes October 30, 2018
- Have all Waiver and Notice Forms to the KDE by October 30, 2018
- Spring LEAD Opens January 14, 2019
- Spring LEAD Closes February 22, 2019



# Program Teacher Assignment

## 16 KAR 4:020

- Waivers must be requested when there are special education assignments for a teacher who is not certified in the area of their assignment.
- While these waiver requests will be submitted to the KDE/DLS, approval of these assignments will come from EPSB.



# Summary of Certification for Each Disability Category



Certification for Learning Behavior Disorders: IQ no more than two standard deviations below the mean	Certification for Moderate and Severe Disabilities: IQ is three standard deviations below the mean	Certification of Hearing Impaired	Certification of Visually Impaired
Specific Learning Disability	Functional Mental Disability	Hearing Impaired	Vision Impaired
Mild Mental Disability			
Emotional Behavioral Disability			
Orthopedic Impairment/Physical Disability			

# Teacher Assignment Based on Cognitive Functioning Level of Student

- **Developmental Delay**
- **Other Health Impaired**
- **Multiple Disabilities**
- **Autism**
- **Traumatic Brain Injury**
- **Deaf-Blindness**





# Guidelines for Program Teacher Assignment Waiver

- Submit waiver as soon as possible after 9/4/2018
- Last day to submit waiver for Fall Semester is 10/30/2018
- Submit waiver request through DOSE's secure file transfer system.
- Submit waiver as a PDF document
- Complete all blanks on Form
- Submit teacher schedule and ARC conference summary through secure upload system





# Confidentiality of PTA

- Do not use the name of the student on the form. You may use “he”, “she” or “student”.
- Do not use parent(s)’ name or doctor’s name on the form.
- Do not use the date of birth of the student on the form.

**Program Teacher Assignment Only!!!**



# Class Size/Case Load Waivers

- A waiver must be requested within 30 days of exceeding class size or case load limits.
- Requests must be submitted throughout the school year as needed.
- Submit to KDE/DLS the waiver request form and teacher schedule.



# Grade Range Waivers

- Grade Range issues are based on teacher certification, location of the class, and the level of the non-disabled students on campus.
- Special education students must be located on the same campus as their same grade peers.
- When special education students are not housed on a grade range appropriate campus, then the district must submit a request for a grade range waiver.



# Grade Range Waivers

- A waiver must be requested within 30 days of a grade range placement.
- Request must be submitted throughout the school year as needed.
- Submit to KDE/DLS the waiver request form and teacher schedule.



# Shortened School Day Notice

- Shortened school day is a notice and not a request.
- All documentation maintained locally to support attendance audit if one occurs.
- The “Full Funding” box is checked in Infinite Campus on child’s current enrollment through June 30 even if child returns to regular/full school day during the year.



# Documentation Necessary for Shortened School Day Notice

- Medical statement signed by a physician
- Documented determination by the student's ARC that shortened school day is needed.
- An IEP that prescribes the length of the shortened school day
- An approval by the district's Board of Education that maintains the student's confidentiality.



# Information Needed on Shortened School Day Notice

- Student's Name
- Disability Category
- School/School District
- Teacher
- Length of Day/Week
- Building Principal
- Board Approval
- Confirmation that there is a signed medical statement, ARC determined need and Board approval
- Conference Summary





# Suggested File Names for Shortened School Day/Week Uploaded Info

- **SSD-Teacher's Last Name #1-File names should be numbered sequentially, do not use student's name in file.**

**Example: SSD Smith #1, SSD Smith #2. SSD Smith #3- Three uploads for same teacher; three different students**



# Suggested File Names for Program Teacher Assignment Uploaded Info

- **PTA-Teacher's Last Name-Should only be one upload; form allows for three disability categories**

**Example: PTA Smith**

**\*Do not use student name in file name.**



# Suggested File Name for Uploaded Conference Summary

- **Conf Sum PTA Teacher's Last Name**

**Example: Conf Sum PTA Smith**

**\*Do not use student's name as file name.**



# Suggested File Name for Class Size/Case Load Uploaded Info

- **CLS-Teacher's Last Name**

**Example: CLS Smith**

- **CLD-Teacher's Last Name**

**Example: CLD Smith**

**\*Do not use student's name in the file name.**



# Contact Information



- Questions regarding exceptional children waivers or shortened school/week notices during the school year contact:
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